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Chief, Finance Division

Allowances

1. Representation (6.3d CFR)

The Chief, Finance Division shall be responsible for the maintenance of appropriate records of the amounts expended for representation purposes by each foreign station and major operational activity, and for the rendering of a report through the Budget Officer to the Deputy Director (Administration) at the end of each fiscal quarter, for the information of the Director.

Claims

1. Personal Liability (1.4c CFR)

The Chief, Finance Division shall refer to the Comptroller all questions involving personal, pecuniary liability, or loss or shortage of government funds not properly accounted for. The Comptroller will provide for an adequate investigation and make recommendations to the Deputy Director (Administration) for final action.

Confidential Funds

1. Deviation from Regulations (14.2i CFR)

The Chief, Finance Division may upon adequate justification from the appropriate Division Chief, deviate from regulations regarding detailed documentation of claims which are payable from unvouchered funds. (CFR 6.2) (See CIA Regs.)

2. Expenditure (13.1e CFR)

The Chief, Finance Division will authorize or conduct, consistent with the operational security of the covert offices concerned, foreign exchange transactions and movements of money in support of properly approved covert operations.

3. Reserve Fund (13.4 CFR)

The Chief, Finance Division will establish and maintain a reserve fund in excess of fiscal year appropriations by a total amount to be specified by the Director, to provide against emergency requirements.

a. Review (13.4 CFR)

The reserve fund will be continually reexamined and adjusted by the Chief, Finance Division in close coordination with the covert operational officials concerned and the Budget Officer.

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